

APPLY IN PERSON:

Employment Information Center (8am-5pm, Monday-Friday)
Civic Center Plaza - 1200 3rd Avenue, Suite 101-A, San Diego, CA 92101
WEBSITE: www.sandiego.gov/empopp

**APPLY BY MAIL TO:**

JOBS - City of San Diego Personnel Department
1200 3rd Avenue, Suite 300, San Diego, CA 92101-4107
24 Hour JOBLINE: (619) 682-1011

**CITY OF SAN DIEGO
EMPLOYMENT OPPORTUNITY**

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**#T2807 INTERVIEW AND INTERROGATION SPECIALIST II
MONTHLY SALARY: \$3908 to \$4738**

APPLICATION FILING PERIOD: FIRST DATE: April 18, 2008

LAST DATE: Open

Please apply promptly. As soon as sufficient applications are received, the application filing period may close within five days. Persons may apply only once during this application filing period.

NOTE: Some positions may require bilingual communication skills in Spanish, for which an additional 70 cents per hour will be paid.

THE POSITION: Interview and Interrogation Specialists II conduct routine interviews and interrogations involving the use of polygraph devices for determining truthfulness; provide expert testimony on routine cases in court; perform routine special investigative or research work; write reports; and perform minor maintenance and repair of polygraph examining equipment.

REQUIREMENTS: You must meet the following requirements on the date you apply, unless otherwise indicated.

TRAINING: Successful completion of an American Polygraph Association (APA) accredited polygraph training course consisting of a minimum of 250 hours of instruction. Applicants must submit a copy of their certificate verifying completion of a polygraph training course at time of application.

EXPERIENCE: One year of full-time experience administering polygraph examinations OR the administration of 50 polygraph examinations. Applicants must provide a complete copy of 3 specific polygraph examinations they have run (1 truthful, 1 deceptive and 1 inconclusive). **NOTE:** Three years of law enforcement investigation experience, which includes interviewing and interrogating suspects, may be substituted for the one year of experience administering polygraph examinations. Although not required, computer experience is desirable.

HOW TO APPLY: You must complete a **STANDARD EMPLOYMENT APPLICATION** for the position(s) by responding to all questions and submitting the completed application to the City of San Diego Personnel Department. You may complete/submit a hard copy (paper) application or an online application via the internet. Please read the following instructions for each method of submission.

HARD COPY (Paper Submission)

1. You must also submit a completed DATA ENTRY FORM.
2. To show proof of any required degrees, certificates, licenses, etc. you must attach a copy of the documents to your application.

ONLINE (Internet Submission)

1. Do **NOT** complete/submit a Data Entry Form. The information will be automatically added to your file.
2. To show proof of any required degrees, certificates, licenses, etc. you must submit a copy of the documents in person or FAX/MAIL them to the Personnel Department with the cover sheet provided during your online session. Follow the instructions on the cover sheet.

THE SCREENING PROCESS will consist of a comprehensive evaluation of the **Standard Employment Application** for applicable education, experience, and/or training. Only the applicants whose qualifications meet the position requirements will be placed on the eligible list.

#T2807 INTERVIEW AND INTERROGATION SPECIALIST II

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ELIGIBLE LIST: Candidates who are successful in the screening process described above will be placed on a **one category** eligible list which will be used to fill position vacancies during the next **one year**. For each vacancy, only those candidates with the most appropriate qualifications will be contacted by the hiring department for an interview.

PRE-EMPLOYMENT REQUIREMENTS: Any employment offer is **conditional** pending the results of all pre-employment screening processes required for the job, which **may** include, but are not limited to the following: confirmation of citizenship/legal right to work in the United States; completion of a pre-employment medical review/exam (which may include drug/alcohol testing); reference checks; background investigation; polygraph examination; and a fingerprint check. The fingerprints will be submitted to the California Department of Justice and the Federal Bureau of Investigation for a conviction record report. All of these processes must be successfully completed before employment begins. **Note:** Misrepresentation, falsification, or omission of pertinent facts in any step of the screening/selection process may be cause for disqualification or termination of employment.

SUPPLEMENTAL QUESTIONS: In Section 4 of the Standard Employment Application, you **MUST** respond to all of the following questions or your application will be **rejected**. Provide sufficient details as this information will be used to evaluate your qualifications related to this job. For questions 4 through 8, indicate where the experience was obtained (i.e. specify the employer); and, if applicable, indicate the number of years and months of experience you have performing that particular task. If you do not have any education, training, or experience in a particular area, write "None" for that particular question.

1. Specify the total number of specific examinations performed.
2. Specify the total number of pre-employment examinations performed.
3. List the polygraph associations in which you are or have been a member. Include the type of membership for each association listed.
4. Describe your experience performing general/pre-employment examinations. Describe in detail the technique(s) you use for this type of polygraph examination. Specify each employer for which this task was performed and include the percent of time spent administering general/pre-employment examinations.
5. Describe your experience performing specific polygraph examinations. Include all types of examinations you would use in a specific examination. Specify each employer for which this task was performed and include the percent of time spent administering specific polygraph examinations.
6. Describe in detail your experience using numerical chart scoring. Specify each employer for which numerical chart scoring was performed.
7. Describe your familiarity, knowledge and use of computers. Include the software utilized.
8. Describe in detail any law enforcement and/or investigative experience obtained. Include experience interviewing and interrogating suspects. Specify each employer for which this task was performed and include the percent of time spent interviewing and interrogating suspects.

JHL/April 18, 2008/Class 1196

THE CITY OF SAN DIEGO PERSONNEL DEPARTMENT • "EXCELLENCE IN PERSONNEL SERVICES"

The City of San Diego has an active Equal Opportunity Program and vigorously supports workplace diversity. Applicants with disabilities who require testing accommodations may call (619) 236-6358. To obtain this information in alternative formats, persons with disabilities may call (619) 236-6467 or for TT (619) 236-6776.

APPLICANT INFORMATION

APPLICATION INFORMATION

Application materials must be received at the Employment Information Center NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE. Postmarks as proof of meeting the final filing date are not accepted. If you are returning your application via the U.S. Postal Service, you should use "Certified Mail-Return Receipt Requested" to provide verification of timely delivery. Do not send applications via interoffice mail.

1. Starting salaries will be determined by the hiring department.
2. The hiring department with a vacancy will contact and interview eligible candidates as needed. All candidates may not be contacted. The final selection and offer of employment is made by the hiring department, not the Personnel Department.
3. Unless otherwise stated, relevant experience may be substituted for education.
4. Eligible lists may be used on a periodic basis. As such, lists may not be used for several months. Eligible lists may be extended by the Civil Service Commission.
5. Examination requirements and processes may be revised.
6. Experience, education, and all other information provided by an applicant orally or in writing are subject to verification.

FALSIFICATION: Any misrepresentations or false statements during or after the employment process may be cause for disqualification or dismissal from employment.

GENERAL REQUIREMENTS

Requirements must be met at time of application unless otherwise stated.

The minimum age for most full-time employment is 18, unless you are 17 and a high school graduate. You must have the legal right to work in the U.S. or have U.S. citizenship. Persons hired must present acceptable proof of identity and the legal right to work in the United States and the authenticity of the documents must be verified before starting work. After hire, you will be required to sign a loyalty oath and may be required to live in San Diego County.

A CITY MEDICAL EXAMINATION including drug screening and documentation of medical history may be conducted following a conditional offer of employment or promotion. Medical condition must enable the applicant to perform the essential duties of the position.

The City of San Diego is committed to a drug and alcohol free workplace.

THE CITY OF SAN DIEGO SUPPORTS WORKPLACE DIVERSITY and does not discriminate on the basis of race, sex, age, ancestry, national origin, political/religious affiliation, sexual orientation, AIDS or HIV status, cancer, or non-job related physical/mental disability. The City is committed to making its jobs, programs, and services accessible to all persons and complies with all ADA non-discrimination requirements in its employment practices.

A CONVICTION RECORD FORM must be submitted before hire. On it you must list all criminal convictions you have had. A criminal record is not necessarily a basis for disqualification from City employment. Each applicant's conviction record will be evaluated on a case by case basis considering the type and seriousness of the crime, how much time has elapsed, and the nature of the job.

EMPLOYEE BENEFITS

City Employees may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, and other benefits.

Benefits may change due to employer-employee contract negotiations.

REQUIREMENTS FOR PROMOTIONAL EXAMINATIONS

1. Current City employment, or currently on a Re-employment List or Leave of Absence.
2. Six months of continuous City employment in the Classified Service immediately prior to the application closing date or, if no closing date is specified, by date of application filing (exceptions: Persons recently hired from Re-employment Lists, and employees in the Unclassified Service if the employee has six months in the Classified Service with no break in service, prior to becoming an Unclassified employee).
3. Most recent performance evaluation in your current City classification must be other than "Unsatisfactory".

The provisions of this bulletin do not constitute an expressed or implied contract.

DIVERSITY BRINGS US ALL TOGETHER